

Section Breaks

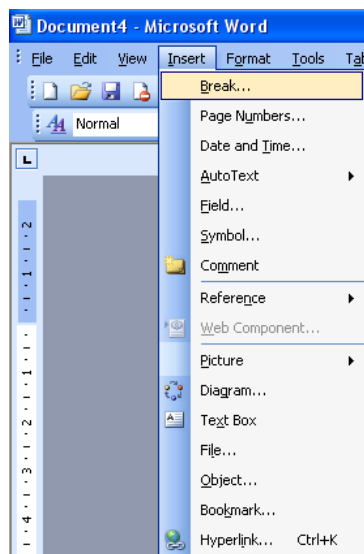
Did you know....that you can use sections to vary the layout of a document within a page or between pages? **For example:** If you want different information in the header for each chapter of a manual or if you want to change the page orientation from portrait to landscape for 1 page within a document you need to insert a section break.

How to insert a section break

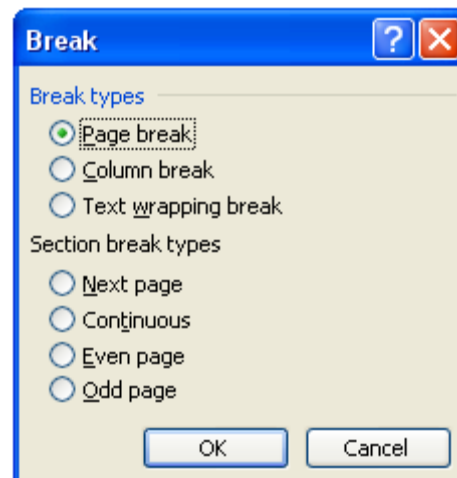
1. Scroll to the bottom of the page where you wish to insert the section break
2. Click **Insert** on the menu bar, then select **Break...** to display the Break dialog box
3. Click on the type of break you want to insert (**eg:** next page) then click the **OK** button

Example

Step 2

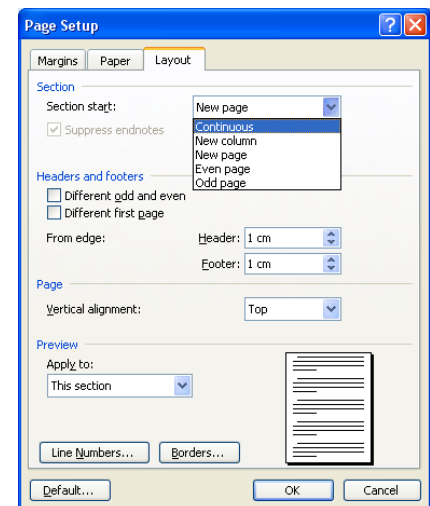


Step 3



How to change the type of section break

1. Click in the **section** you want to change.
2. On the **File** menu, click **Page Setup**, and then click the **Layout** tab.
3. In the **Section start box**, click the option that describes where you want the current section to begin.



How to delete a section break

When you delete a section break you also delete the section formatting for the text **above** it. That text becomes part of the following section, and it assumes the formatting of that section.

1. In **print layout view** display the hidden text by clicking the **Show/Hide ¶** button on the Standard toolbar
2. **Select the section break** you want to delete.
3. Press **DELETE**